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TO : Chief, Procedures and Studies Staff

DATE: 27 February 1952

FROM : Executive, Personnel Procurement Division

SUBJECT: Significant Accomplishments for the Month of February 1952

1. SPECIAL PROJECT


The special project having to do with the development of a Lead/Source Index and a different system of requisition inventory for the Personnel Procurement Division has progressed satisfactorily. Several new forms have been devised and approved and most of the plans have been laid for fully implementing the procedures.

2. FIELD REJECT CARD

A Field Reject Card has been devised which will eliminate preparation of reports of interview and subsequent preparation and maintenance of an applicant file on all prospects who are rejected on the spot. No good estimate of manhours to be saved by this procedure is available, but the amount of time and effort to be saved is considerable.



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